



WOOD CRAFT MANAGER Announcement # JB-06310

Salary: \$14.18 - \$22.00 per hour Series/Grade: NF-1101-03
Naval District Washington - Fleet and Family Readiness Program
Department of the Navy Non-Appropriated Funds

LOCATION: Skills Development Center - JB Anacostia-Bolling

OPENED: 10/18/2010
1st Cutoff: 11/01/2010
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Regular Full Time Position with Benefits

TO APPLY: Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>
Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 12 Brookley Ave, Suite 108, Washington DC 20032. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.* Direct inquiries to: 202-767-8545.

DUTIES AND RESPONSIBILITIES:

Operate and maintain a woodworking shop for patron use. Develop curriculum for skills development wood work classes. Demonstrate proper techniques and methods used in building, refinishing and repairing wood projects. Assist patrons in completing layouts and provide general guidelines involved in estimating material, cost and waste minimizing techniques, selection or substitution of materials. Instruct patrons in proper use of a wide range of woodworking machines such as routers, lathes, power shapers and jointers. Assist other Wood Crafters in making or repairing squadron/division property and equipment when necessary. Demonstrate and follow safety practices in operating machines and using tools and equipment, proactive ear and eye devices, respirators to protect against sawdust and vapors and machine guards to protect against injury. Ensure working area is clean, floor is swept and mopped and all equipment is cleaned and replaced in proper place before opening and closing the facility. Prepare request for supplies and equipment required for shop operations. Register patrons, collect appropriate fees and issue materials, tools and equipment. Control and account for funds. Prepare annual appropriated and non-appropriated fund budget for the operation to include costs for salaries, supplies and equipment. Adhere to established safety and fire regulations. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of general business management practices. Ability to maintain financial records and budgets. Knowledge of a wide range of complex woodworking techniques to make and repair high-grade wooden items. Skilled in developing curved, contours and shaped surfaces and features such as marquetry, matched panels, matched contours, scrollwork, friezes, inlays and complex joints. Extensive knowledge of the properties and characteristics of a wide variety of hardwoods, softwoods and wood substitutes, gluing and bonding agents and other woodworking materials to produce high grade wooden items. Skilled to interpret plans, blueprints and sketches to visualize and complete complex wood crafting projects. Skilled to plan and layout projects requiring complex patterns, unique and intricate shapes and designs and a number of interlocking parts which must precisely fit and join. Ability to maintain financial records, develop and execute budgets. Knowledge of inventory control, storage and distribution practices and procedures of woodcraft tools and parts. Knowledge of the methods for promoting these programs. Ability to satisfactorily complete background checks. Ability to gain access to base computer system if necessary.

Visit our web site:

<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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